

Procedures & Information For SBE / MBE Contractor Pre-Selection (Minor Capital Projects)

Selection Procedure Information:

The State of Connecticut, Department of Administrative Services (CT DAS), Division of Construction Services (CT DCS) has been granted the authority [CGS §4b-91(a), (5)] to **Pre-Select SBE / MBE Contractors**, through a **Qualifications Based Selection (QBS)** procedure, to be placed on a list to bid on Minor Capital Construction Projects estimated to cost **between** one hundred thousand dollars (**\$100,000**) **and** five hundred thousand dollars (**\$500,000**) for the nine (9) “**Contractor Classifications of Work**” listed on the following pages.

The **SBE / MBE Contractor Pre-Selection Procedure** has **Five (5) Steps** as summarized below:

Step 1 Request For Qualifications (RFQ) Web Advertisement:

CT DAS shall publically advertise the RFQ Web Advertisements on the State Contracting Portal <http://das.ct.gov/cr1.aspx?page=12> and CT DCS Web Site www.ct.gov/dcs. **NOTE:** To receive a daily email alert from the State Contracting Portal announcing the RFQs, sign up here: <http://das.ct.gov/cr1.aspx?page=161>

The RFQ Web Advertisements shall be for Prospective SBE / MBE Contractors to be Pre-Selected, through a **Qualifications Based Selection (QBS)** procedure, to be placed on a list to bid on Minor Capital Construction Projects estimated to cost between \$100,000 and \$500,000 for the nine (9) “Contractor Classifications of Work”.

Step 2 SBE / MBE Contractor Submittal of Qualifications:

The RFQ Web Advertisements will require Prospective SBE / MBE Contractors to submit specific information about their qualifications for a specific “Contractor Classification of Work”. Within ten days of an RFQ Web Advertisement, CT DAS/DCS shall conduct a “Non-Mandatory” Informational and Technical Assistance Meeting for all Prospective SBE / MBE Contractors. The RFQ Web Advertisement shall contain the Date/Time/Location of the Meeting.

Step 3 SBE / MBE Contractor Pre-Selection:

CT DAS shall **evaluate the qualifications** of Prospective SBE / MBE Contractors and **select the most qualified** SBE / MBE Contractors to be placed on a “**SBE / MBE Contractor Pre-Selection List**” to bid on Minor Capital Construction Projects estimated to cost between \$100,000 and \$500,000 for one of the “Contractor Classifications of Work”.

Step 4 DAS Invitation to Bid – SBE / MBE Contractors Preselected to Bid:

When CT DAS has a specific Minor Capital Construction Project that is estimated to cost between \$100,000 and \$500,000 for one of the “Contractor Classifications of Work”, it shall send an email alert to the SBE / MBE Contractors who are on the “**SBE / MBE Contractor Pre-Selection List**” to bid for that specific “Contractor Classification of Work” Project.

Step 5 Construction Contract Award:

A Contract shall be awarded to the “**Lowest Responsible and Qualified Bidder**”. The term “**Lowest Responsible and Qualified Bidder**” shall mean the bidder who is Pre-Selected and whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithful performance of the work based on objective criteria considering past performance.

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SBE / MBE Contractor Classifications of Work List:

1. Electrical:

Installation, renovation, repair and maintenance of electrical wiring, circuits, panel boards, fixtures and equipment, including, such incidental or related work as is customarily performed by those in the electrical trade.

Note: For a Contractor to be Pre-Selected for **Electrical** they must have an Electrical Contractor License through the State of Connecticut Department of Consumer Protection – see www.ct.gov/dcp

2. Fire Protection Sprinkler Systems:

Installation, renovation, repairs and maintenance of fire protection sprinklers in buildings, including such incidental or related work as is customarily performed by those in the Fire Protection/Sprinkler System trades.

Note: For a Contractor to be Pre-Selected for **Fire Protection Sprinkler Systems** they must have a Fire Protection Contractor License through the State of Connecticut Department of Consumer Protection – see www.ct.gov/dcp.

3. General Building Construction (Group A):

The undertaking of general contracts for the construction of buildings (i.e. new construction, renovation, rehabilitation, alteration, addition, etc.). The contract must include a variety of construction practices and supervision of a minimum of three sub-trades. Includes those designs that are repetitive, conventional in character, require minimum design based on pre-engineered components/systems, and that pose minimum effort by the design professional. Examples include repetitive designs, dormitories, warehouses, basic building structures without interior finishes, ceiling replacement, pre-engineered components, recreation facilities, etc.

Note: If a Contractor is Pre-Selected for **Contractor Classification - General Building Group A** for Minor Capital Projects Between \$100,000 and \$500,000, then the Contractor will automatically be Pre-Selected for **Contractor Classification - General Trades** for Minor Capital Projects Between \$100,000 and \$500,000 .

4. General Trades:

The undertaking of general contracts for the construction and/or supervision of several sub-trades but not the construction of buildings as described in General Building Construction. The contract must include a variety of construction practices and supervision of a minimum of three sub-trades. The work of this category is intended for the interior finishes of a building.

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SBE - MBE Contractor Classifications of Work List: (Continued)**5. HVAC:**

Installation, renovation, repair and maintenance of the systems and apparatus required, collectively or individually, to provide comfort heating, ventilation and/or cooling within or associated with a building, including such incidental or related work as is customarily performed by those in the HVAC trade. This category does not include sheet metal work by itself.

Note: If a Contractor is Pre-Selected for **HVAC** they must have a Heating, Piping & Cooling Contractor License through the State of Connecticut Department of Consumer Protection – see www.ct.gov/dcp.

6. Masonry:

Installation, renovation, repair and maintenance of masonry units composed of concrete, stone, brick and the like, including such incidental or related work as is customarily performed by those in the masonry trade.

7. Roofing:

The installation of various types of roofing materials including shingles, slate, rubber, PVC and related flashing and drainage systems.

8. Sewer And Water Lines:

The construction, rehabilitation and/or reconstruction of waterlines, sewer lines and ancillary works, including well drilling.

9. Sitework:

Work customarily performed by this industry, including earthmoving activities, installation of drainage systems, utility systems and horizontal paving work not requiring mortar.

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